

# RESUME

**CHANDRASEKHAR.B**

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## **Objective:**

I want to become a Good and Qualitative employee in a reputed company by which I can enhance my skills, knowledge, competencies as well as to be a part of the success of company by fulfilling my roles and responsibilities without any default.

## **Experience:**

Worked as Senior executive in Writer business services pvt ltd from July 2016 to Oct 2021.

Key responsibilities:

- Ensure that the cash processing was done as per the RBI guidelines.

- Organize the respective cash routes on daily basis.

- Organizing routes on productivity equation.

- Operations oversight and procedure implementation.

- Inspecting and highlighting the compliance and non-compliance on Realtime. Ensure android entries done on real-time basis.

- Examine ingoing and outgoing cash procedures.

- Verifying vault and security equipment.

- Checking and organizing all the office, invoice forms.

- Petty cash maintenance and weekly reports sharing.

Worked as Team leader FSG in Lobo staffing solutions from July 2014 to July 2016.

Key responsibilities:

- Conference with respective bank officials.

- Maintain close liaison with auto bank control center to ensure that equipment problems are dealt with promptly.

- Ensure that cash does not exceed prescribed limits.

- Providing travel guidance and approvals for allowances.

Worked as Field service officer in Plada infotech services from June 2012 to July 2014.

Key responsibilities:

Responsible to do site survey.

Maintenance of ATM lobby.

Weekly reporting.

**Educational Qualifications:**

Degree in B.A.(Ma,stats,Comp.,) from K.B.N college of Acharya Nagarjuna University, Vijayawada with 68%.

Intermediate from Board of Intermediate of Andhra Pradesh from Narayana Junior college, Vijayawada with 73%.

SSC from Board of Secondary Education of Andhra Pradesh from Narayana High School, Vijayawada with 77%.

**Technical Qualification:**

MS Office.

Accounting package.

**Strengths:**

Decision making skills.

Disciplined & focused mindset.

Target oriented work performance.

I strictly follow ethics at work place.

Maintain healthy relations with all employees at work place.

Communication skills.

Deliver Results within time.

**Hobbies & Habits:**

Music is my stress buster.

Love cricket.

**Personal Details:**

<b>Father's Name</b>	:	RAJESWARA RAO
<b>Mother's Name</b>	:	LAKSHMI
<b>Date of Birth</b>	:	20-7-1990(dd-mm-year)
<b>Nationality</b>	:	India
<b>Languages Known</b>	:	Telugu, English & Hindi
<b>Visa status</b>	:	Visit visa
<b>Passport No</b>	:	S7102723 Exp. Date:17/10/2028.

**Declaration:**

I hereby declare that all the above information is true& genuine to best of my knowledge.

**Date :**

**Place :**

**(B CHANDRASEKHAR)**

